

The New Jersey Department of Human Services
Division of Developmental Disabilities

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**Completing the DDD Assessment
for Service Eligibility:
NJCAT**

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What is the NJCAT?

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- New Jersey Comprehensive Assessment Tool (NJCAT)
 - 2 components:
 - ✦ Functional Criteria Assessment (FCA)
 - ✦ Developmental Disabilities Resource Tool (DDRT)
- Administered by the Developmental Disabilities Planning Institute (DDPI)
 - Web-based completion (quickest option)
 - Phone interview

Why is an Assessment Needed?

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- Assesses whether the individual meets eligibility for DDD services
- Assesses individual competencies and assists in determining who needs more support so that those with like needs receive a similar level of support
- Promotes fairness and equity in regards to allocation of resources

Who Completes the Assessment?

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- The Respondent should be the person who knows the individual best – person, family member, residential staff
- The survey will take approximately 30-40 minutes to complete
- All questions must be answered
- Ask DDPI before you submit the survey if you have questions about how to respond to a question
- Once you submit the survey, you cannot go back and make changes

What are the Main Areas Assessed?

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- Cognitive Abilities
- Self-Care and Independent Living Skills
- Verbal Communication
- Mobility and Physical Capabilities
- Social – Emotional Functioning
- Special Behaviors
- Medical Issues
- Other areas included: demographics, caregiver characteristics, adaptive aids, employment

Examples of Questions Asked

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- Can the person print or write single letters without a model or tracing?
- What type of assistance does the person need to do his/her laundry?
- Is the person's speech readily understood by strangers?
- Can the person pick up small objects, such as a Cheerio?
- Does the person bite him/herself?
- Does the person have any diagnosed respiratory or breathing conditions or illnesses, such as asthma, emphysema, or cystic fibrosis?

Types of Answer Choices

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- **Demographic** (Age - #, Gender, etc.)
- **Yes/No**
- **2 answer choices** (Comfortable/Uncomfortable in groups)
- **Time period** (Last 3 months, 4-6 months, 7-12 months ...)
- **Examples of ability** (Pushes wheelchair on own, someone else pushes, only for long distances, etc.)
- **Degree of independence**
 - Not able to do or hasn't done before
 - Requires lots of assistance or hands-on help
 - Requires mainly supervision/verbal prompts
 - Independent – starts and finishes without prompting or help

Tips on Completing the Assessment

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- Take your time
- Read each question thoroughly
- Ask DDPI if you don't understand a question
- Think about the person and answer honestly
- Relax!

What Happens Next?

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- Once the assessment is completed, the results are calculated and summarized into a score
- 3 main areas:
 - Self-Care
 - Behavior
 - Medical
- The score is provided to your Support Coordinator/Case Manager
- You can obtain a copy of your answers
- The level of need determined by the assessment determines the person's individualized budget

Assessment Concerns

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- Review answers provided to determine that the information is accurate and whether there are changes
- Contact your Division representative
- Please note that intentional misrepresentation may result in loss of Division funded services
- For more information on the transition to fee-for-service, see DDD's Fee-for-Service Implementation Webpage at:
http://www.state.nj.us/humanservices/ddd/programs/ffs_implementation.html